

## EMPLOYEE IDENTIFICATION STATEMENT

See Paperwork/Privacy Act  
Notice on Reverse.

1. Is the Social Security number on the letter the same as on your records? → ☐ YES ☐ NO

If "No," what do your records show?

2. FULL NAME OF EMPLOYEE

3. (a) DATE OF BIRTH

(b) PLACE OF BIRTH

4. (a) FATHER'S NAME

(b) MOTHER'S NAME

5. LAST KNOWN ADDRESS OF EMPLOYEE

6. (a) PHYSICAL DESCRIPTION (If available)

(b) DISTINGUISHING CHARACTERISTICS

7. (a) NAME AND ADDRESS OF PREVIOUS EMPLOYER

(b) DATES OF EMPLOYMENT  
(If available)

FROM

TO

8. NAME AND ADDRESS OF NEXT OF KIN

9. Dates of employment with your company →

FROM

TO

10. FOR SIGNATURE COMPARISON, PLEASE SEND A PHOTOCOPY OF THE INDIVIDUAL'S FORM W-4, IF AVAILABLE.

SIGNATURE (First name, middle initial, last name) (Write in ink)

DATE (Month, day, year)

TELEPHONE NUMBER (Include Area Code)

**SIGN  
HERE**



PRINT NAME

TITLE